

June 12, 2008

2008-2009 School Calendar

Instructions

Access from the DOE K-12 Data Page: <http://doe.state.in.us/htmls/education.html> **OR**
Direct access: **DOE Online** website at <https://dc.doe.state.in.us/DOEOnline/CID/login.aspx>

School and Corporation Users

To complete one calendar and apply to multiple schools or complete a schools calendar:

- Select **2008-2009 School Calendar** under School Year
- Select multiple school(s) from the list using the shift click or ctrl click for multiple schools
- Click on **Create New/Overwrite Existing** button
- Follow the instructions on the page for entering student calendar dates.
Click on **Begin Date (2008)** to insert or use the calendar button to select the date. Click on **End Date (2009)** to insert or use the calendar button to select the date. Note: the End Date will be highlighted and not allow entry for days with duration of one day.
- **Note:** All Instructional Dates pertain to students only!
- Click on **Select Additional Dates to Add** button. Select the appropriate type of day.
 - Vacation – Other
 - Saturday/Sunday School
 - Instructional Half-Day (1/2)

Note: Do **not** enter Professional Development Days or Parent Teacher Conference Days on the student calendar. You will have an opportunity to enter your **Professional Development Days** or **Parent-Teacher Conference Days** after you have finished entering your **Student Calendar** and **Student Instructional Minutes**.

- Enter the Number of Additional dates to add
- Click on **Add Calendar Date(s)**
- Scroll up and enter the dates in the blank boxes that you just created.
- Enter the **Begin** and **End Date** of the **Teacher Calendar**
- Enter the **Number of Contract Days** for Teachers
- Enter the **Graduation Date** if applicable
- After completing the calendar portion of the form scroll down to enter the **Student Instructional Minutes** for the grades that apply to the schools selected.
- Follow the instructions on the screen for entering default times correctly. Enter the time in two digits (8:15 entered as 0815)
- Enter the number of minutes of **Less Time for Lunch/Recess**, meetings, etc., that are part of the instructional day
- All grade levels can be entered. The data will be applied to the grade levels as reported on the 2007-2008 Master File/School Directory Collection. Once the data is submitted on the DOE-CL, edit the school for correct grade levels.
- Click on **Submit** button when completed.
- Scroll to the top of the page for Invalid date entries, warnings, and error messages on the data submitted. (Red or orange text messages appear). Make any necessary corrections and click the **Submit** button each time additions/corrections are made. Errors must be corrected; warnings should be reviewed for accuracy.
- **Successfully submitted** message for all schools will appear when complete
- Click on **School Selection** at the top of the page to edit another school or view school data submitted.
- Click on **Edit Calendar** button next to the desired school to correct any existing errors or to correct necessary grade level changes for the 2008-2009 school year.
- Click on the **View Calendar** button to view data submitted.

Application for the Use of Parent-Teacher Conferences and Student Release for Program and Professional Development (Formerly DOE-SRPD)

Instructions

While logged into 2008-2009 School Calendar:

Review the data in the “**Parent/Teach Min. Qualified for**” and “**SRPD Min. Qualified for**” fields. The amount of qualified time listed is based on the qualifying requirements and instructional time per grade that you entered in the **Instructional Minutes** section. If you have qualified for Parent/Teacher Conference release time and/or Program and Professional development time and wish to apply, follow the instructions listed below.

- Click on **Edit Release Time** button next to the desired school or click on **Select All** button and then click **View/Edit Release Time for Checked Schools** at the bottom of the page to apply the same release time for all schools or click to select multiple schools and then click on **View/Edit Release Time for Checked Schools** at the bottom of the page to apply the same release time.
- Review the amount of time available listed in the **Minimum Requirements** section.
- Enter the dates for **Parent Teacher Conferences**. The Remaining Minutes Available are calculated and displayed after each date entered.
- Enter the dates for **Student Release for Professional Development**. The Remaining Minutes Available are calculated and displayed after each date entered.
- **You may not release students early to conduct professional development activities and/or parent teacher conferences if you have not met the minimum requirements. Schools that offer less than 180 instructional days must have a waiver from the IDOE or face potential financial penalty for loss of instructional time.**
- Click on **Submit** button.

Final Student Release Accuracy Check

Review the **school select** page for warnings and errors. Any **red asterisk (*)** will indicate there was not enough time available to schedule the professional development or parent-teacher conference days entered. **You will not receive any other official notification from the Office of Accreditation and Awards.** If your information meets the requirements and is submitted without error, you may schedule the dates as stated on this report.

If you have any questions concerning instructional time requirements please refer to: [Frequently Asked Questions About Instructional Days and Time Requirements](#) or contact the Office of Accreditation and Awards at 317-232-9060 or 800-894-4044.